

Exempt Recruitment Announcement

Senior Financial Manager (Accounting Supervisor)

Washington State House of Representatives

House of Representatives Profile:

The House of Representatives comprises half of the Washington State Legislature and is made up of 98 members elected to serve two-year terms, representing 49 legislative districts. The Legislature meets every year to consider and pass legislation involving public policy, taxes and other revenue, and state spending. In addition to elected members, the House employs approximately 230 full-time employees and 80 temporary session staff and interns. The House has an annual operating budget of approximately \$35 million.

The House Accounting Office has a staff of 4.0 FTEs, including the Senior Financial Manager, who reports to the Chief Clerk and Deputy Chief Clerk. The Office provides a high level of customer service to elected members and staff. The Office is responsible for all matters related to the fiscal and financial operations of the House, including payroll, employee benefits, travel, expense reimbursements, vendor payments, budget development, allotment monitoring, and financial reporting.

The Office plans, develops, and implements fiscal programs to assure conformance with House and/or state Office of Financial Management policies and establishes and maintains the agency's accounting systems.

Furthermore, the Office is responsible for coordinating the House agency budget and allotment requests with the Chief Clerk's Office, monthly review and financial analysis, and analyzing and preparing budget estimates on current and proposed activities within the House of Representatives.

Additionally the Office is a primary resource to members and staff on human resource policies, procedures and programs. It is responsible for payroll actions related to leave, retirement, health care, etc., and is responsible for creating and managing the organizational and position structure within the Human Resource Management System (HRMS).

The Senior Financial Manager is a full-time non-partisan position within the House Administration that is exempt from civil service laws and the incumbent must be able to work long and/or irregular hours as required during the legislative session.

Desired Knowledge, Skills, and Abilities:

- Strong background in both state agency accounting and state budget preparation.
- Demonstrated management experience and ability to be a team leader.

- Knowledge of supervisory principles and ability to apply those principles to create an effective staff team.
- Strong self-motivation and ability to motivate staff members.
- Experience with statewide budget and accounting systems (BASS, SPS, AFRS, etc.).
- Skilled in the use of computer spreadsheet software, such as MS Excel.
- Ability to meet strict deadlines and be flexible on a tight schedule.
- Ability to work cooperatively and collaboratively with multiple groups in a fast-paced environment.
- Ability to work with various personalities and political styles.
- Excellent written and oral communication skills.
- Strong organizational skills and excellent attention to detail.
- An undergraduate or graduate degree in accounting, finance, business administration or closely allied field.
- Certification as a Public Accountant, Internal Auditor, Governmental Financial Manager or Management Accountant is desirable.

Principle Duties:

ACCOUNTING (80%)

- Manages all financial service activities for the House which includes supervising three professional staff working on such things as payroll, accounts receivable/payable, travel, etc.;
- Reviews all financial status reports, monthly and quarterly and provide management with status reports together with analysis and recommendations pertaining to activity costs and revenues;
- Responsible for completing the necessary forms and entries for such items as the 941 and L&I reports, the state financial disclosure certification, inventory and depreciation entries, W-2's and 1099's, etc.;
- Responsible for ensuring all funds are balanced, such as the payroll fund (035). If an account is out of balance, do the necessary research to identify the problem and take the necessary steps to correct the problem;
- Plans, develops and implements fiscal programs to assure conformance with House and/or OFM policies;
- Establishes and maintains agency's accounting systems and controls to meet standards; evaluates these systems and makes modifications as needed;
- Coordinates accounting policy with institutional policy and activities and work with the Chief Clerk's Office on the development and implementation of required policy changes and procedures;
- Functions as the House technical expert in statewide accounting policies and procedures (i.e., travel, accounts payable, receivables, leave, retirement, health care, etc).

BUDGET (10%)

- Responsible for coordinating with the Chief Clerk's Office on the House budget and allotments;
- Monitor expenditures, prepares budget status reports, and prepares financial statements;
- Analyzes and prepares budget estimates for the Chief Clerk's Office on current and proposed activities; and
- Prepares budget and allotment requests.

HUMAN RESOURCES (10%)

- Understand and explain human resource policies, procedures, and programs to staff and Representatives;
- Interpret rules and policies to direct payroll actions related to such things as leave, retirement, health care, etc.;
- Responsible for ensuring data reported on wages, hours worked and retirement contributions to the Department of Retirement System are accurate;
- Responsible for creating and managing the organizational and position structure within HRMS.

Salary Range:

\$5,701 - \$11,103 per month, depending upon experience and qualifications.

Terms of employment:

This is a full-time position. The position is exempt from civil service laws. Must be able to work long and/or irregular hours as required during the legislative session.

Application Procedure:

Submit a letter of interest specifically addressing the desired knowledge, skills and abilities, along with a resume to:

Bernard Dean
Deputy Chief Clerk
House of Representatives
P.O. Box 40600
Olympia, WA 98504-0600
Email address: Bernard.Dean@leg.wa.gov

For questions, contact Bernard Dean at 360-786-7750.

Deadline for applications is COB July 31, 2015.

The Washington State Legislature is an equal opportunity employer. Women, racial and ethnic minorities, person of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process or who need an application in an alternative format may call 360-786-7750 or TTD 1-800-635-9993.